

**COUNCIL OF SAN BENITO COUNTY GOVERNMENTS
TECHNICAL ADVISORY COMMITTEE MEETING**

February 7, 2008

2:00 PM

APPROVED MINUTES

MEMBERS PRESENT:

Lisa Rheinheimer, Council of Governments; Arman Nazemi, San Benito County Public Works; Steve Wittry, City of Hollister Public Works; Bill Avera, City of Hollister Planning Department; Mark McCumsey, Caltrans District 5 (via-telephone); Mike Briones, City of San Juan Bautista Public Works

STAFF PRESENT:

Mary Dinkuhn, Transportation Planning Manager (via-telephone); Kathy Postigo, Administrative Services Specialist; Veronica Lezama, Transportation Planner; Monica Gomez, Secretary

OTHERS PRESENT:

Kerry Theran, Quincy Engineering

CALL TO ORDER:

Lisa Rheinheimer, Executive Director called the meeting to order at 2:03 p.m.

CERTIFICATE OF POSTING:

Upon a motion duly made by Bill Avera and seconded by Steve Wittry, it was unanimously approved to acknowledge the Certificate of Posting.

PUBLIC COMMENT:

None

MEMBER ANNOUNCEMENTS:

Arman Nazemi inquired if the Council of Governments could look into the possibility of a North/South connection parallel to Fairview Road due to the Gavilan College that is coming in and the potential for development.

Ms. Rheinheimer noted that COG staff will review the possibilities and report back to Mr. Nazemi.

Ms. Rheinheimer announced that the State Budget will not have much of a negative affect on Transportation this time around. The only bad news is that the State is proposing to delay the Highway User's Tax, which is allocated to the cities and counties, by five months starting in April.

Ms. Rheinheimer handed out a Valley Transportation Authority (VTA) construction update on the SR 152/156 Improvement Project.

Steve Wittry inquired if the Local Transportation Authority has decided on a final design for bus shelters. Mr. Wittry stated that the City received a development proposal for Lowe's, which will be installing a bus shelter on site, and the City would like to keep the design consistent with bus shelters around the County.

Ms. Rheinheimer stated that they would address the inquiry with Transportation Planner Betty Li

following the TAC meeting.

CORRESPONDENCE:

“Green California Summit and Exposition” (See TAC Agenda Packet).

CONSENT AGENDA:

1. Approve TAC Meeting Minutes dated January 3, 2008

Upon a motion duly made by Steve Wittry, and seconded by Bill Avera, the committee unanimously approved Item 1.

REGULAR AGENDA:

2. Receive Report on the Regional Housing Needs Assessment

Ms. Rheinheimer stated that at its January meeting the Committee reviewed the methodology for distributing the regional housing need to the Cities and the County. The Committee recommended a methodology that assigned housing units that went over the local growth caps to the Hollister Urban Service Area

Ms. Rheinheimer requested that the Committee review the proposed Regional Housing Need Distribution and provide comments to her by Monday, February 8th, since she will be presenting it to the COG Board at its February 21, 2008 meeting.

3. Receive Update on Highway 25 Bypass Project

Ms. Rheinheimer introduced Kerry Theran from Quincy Engineering, who reported on the upcoming work in the project area.

Mr. Theran provided details and concerns to the upcoming detour at the Sunnyslope Road/ Airline Highway intersection, which is estimated to begin in mid-April. The work will require extensive detours on city streets and will last 30 days.

Mr. Theran stated that it is important that the Committee is involved so that word gets out to everyone in the community.

There was discussion amongst Mr. Theran and the Committee on possible detours.

The Committee provided the following feedback:

- City will provide a traffic count
- Informational flyers will go thru TAC prior to sending out
- Staff to Coordinate with Caltrans on adjusting traffic signals at Ladd Lane/Tres Pinos and Airline/Sunset intersections.
- City to agendize COG’s “virtual detour” and possibly set up a link on the City website
- COG Staff to provided extensive public outreach to community
 - o Meet with emergency personnel
 - o Meet with Representatives from CMAP (develop “virtual detour”)

- Meet with Schools
- Provide information in Spanish (local Spanish station)

Ms. Rheinheimer noted that Staff would appreciate any comments the Committee may have on the items to ensure they provide the best information possible to the public.

4. Receive Update on the San Benito County Bicycle and Pedestrian Advisory Committee

Transportation Planner Veronica Lezama reported that the Council of Governments Board established a Bicycle and Pedestrian Advisory Committee in San Benito County at its January 17, 2008 meeting. The Committee will advise the Council of Governments Board on bicycle and pedestrian issues in the San Benito County region and specifically assist with the development of the San Benito County Bikeway and Pedestrian Master plan.

Staff will initiate the Committee recruitment process in May by soliciting membership from the general public and local agencies. Ms. Lezama mentioned that representation from each of the TAC member agencies is encouraged.

Staff recommended that the Technical Advisory Committee submit member agency applications to serve on the Bicycle and Pedestrian Advisory Committee.

ADMINISTRATION ISSUES:

5. Review Technical Advisory Committee Bylaws

Administrative Services Specialist Kathy Postigo stated that the Council of Governments is in the process of updating various committee bylaws and rules and regulations.

Staff prepared bylaws, which are consistent with rules and regulations of various Technical Advisory Committees across the state, for the committee's review.

Ms. Rheinheimer noted that under item III. C. Membership, Officers, and Terms of Office, staff proposed to change the Chair from COG's Executive Director to have a Chair and a Vice Chair elected by the general membership of TAC. The term of the office will be one year.

The Committee recommended that the Chair remain unchanged as COG's Executive Director and in the absence of the Chair, the Executive Director will appoint a member of COG staff as the temporary Chair for the meeting.

Ms. Postigo will revise the bylaws with the Committees recommendation. Staff will present the amended bylaws to the COG Board at its February meeting.

6. Receive Draft Transportation Development Act (TDA) Guidelines

Administrative Services Specialist Kathy Postigo stated that during the Triennial Performance Audit a recommendation was made to adopt and publish rules and procedures for the submission and evaluation of TDA claims.

Staff prepared Transportation Development Act Guidelines which are consistent with TDA regulations and statutes. The guidelines include claim instructions for all TDA funds.

Ms. Postigo mentioned that she will provide assistance in completing the forms if needed.

Ms. Rheinheimer recognized Ms. Postigo for her diligent work in putting the guidelines together.

Upon a motion duly made by Steve Wittry and seconded by Arman Nazemi, the Committee voted to adjourn the TAC meeting.

ADJOURN TO MEETING OF MARCH 6, 2008 AT 2:00 p.m.

